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ABSTRACT

This task analysis guide is intended to help teachers and administrators develop instructional materials and implement competency-based education in the dental aide program. Section 1 contains a validated task inventory for dental aide. For each task, applicable information pertaining to performance and enabling objectives, criterion-referenced measures, and suggested instructional activities and aids is provided. In this section, tasks are arranged by worker duty area only, and no attempt is made to sequence tasks in instructional order. Section 2 provides a description of the dental aide program. These materials follow: descriptions of the dental aide I and II courses, task sequence lists that provide a suggested order of the task inventory for the actual course instruction, and course content outlines. The instructional topics within the course content outlines have been cross-referenced with corresponding task/competency codes from the task inventory in Section 1. A bibliography is followed by two appendixes: lists of suggested resources and additional references and a listing of equipment/supplies. (YLB)

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DENTAL AIDE:
TASK ANALYSES

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COMPETENCY-BASED CBE EDUCATION

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GUIDE APPLICATION

This document is useful in developing and selecting instructional materials and in implementing competency-based education for the following program and courses:

Program	Courses
Dental Aide	Dental Aide I (8528) Dental Aide II (8329)

Additional information concerning the application and use of this publication in planning and developing a competency-based program may be obtained from the following:

Health Occupations Education Service
Department of Education
P.O. Box 6Q
Richmond, Virginia 23216
(804) 225-2087

DENTAL AIDE TASK ANALYSES

Developed by

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Newport News, Virginia

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Henrico County Public Schools
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Vocational and Adult Education
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1987

FOREWORD

In the next decade, businesses and industries in Virginia will require large numbers of skilled workers. Therefore, vocational education at the secondary and postsecondary levels will have the responsibility of preparing individuals for a variety of occupations.

Competency-based education (CBE) provides the preparation students need for entry into the Virginia work force. The CBE practice of recording competencies developed by students helps them to make a smooth transition between secondary and postsecondary programs when both levels of education are required for career training. In addition, CBE is effective in retraining workers who have been displaced because of changing technology.

This guide will assist teachers and administrators in developing instructional materials that meet the needs of students and industry and comply with the Virginia CBE standards for vocational and adult education.

S. John Davis
Superintendent of Public Instruction

Dewey T. Oakley, Jr.
Administrative Director
Vocational and Adult Education

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Flora C. Armstrong, Center Director
Suzanne H. Bower, Writer/Editor

Lydia M. Bell, Director
Vocational Program Services
Virginia Department of Education

Carol A. Stickney, Supervisor
Health Occupations Education
Virginia Department of Education

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INTRODUCTION

These task analyses are designed to be used in combination with the Health Occupations Education Service Area Resource in order to implement competency-based education in the Dental Aide program. The service area resource contains information that pertains to all programs within the Health Occupations Education area; the sections of that publications are entitled Occupational Information, Student Organization (HOSA), Classroom Management Systems, and Recording Systems. This task analyses document contains the task inventory, suggested task sequence lists, and content outlines for the specific courses, Dental Aide I and II. Detailed instructions for combined use of these two publications are contained within the service area resource.

Using the Task Analyses

Section 1 of this publication contains a validated task inventory for Dental Aide. For each task, applicable information pertaining to performance objectives, criterion-referenced measures, and suggested enabling objectives/instructional activities is provided. In this section, tasks are arranged by worker duty area only, and no attempt has been made to sequence tasks in instructional order.

Section 2 provides a description of the Dental Aide program. This is followed by descriptions of the Dental Aide I and II courses, task sequence lists that provide a suggested order of the task inventory for actual course instruction, and course content outlines. The instructional topics within the course content outlines have been cross-referenced with corresponding task/competency codes from the task inventory in Section 1.

It is suggested that the Section 2 task sequence list and course content outline be reviewed initially to make any desired changes in sequencing of instruction. Once the sequencing is confirmed, instructional planning and implementation may proceed through referral to the Section 1 task/competency sheet noted beside each instructional topic within the outline.

SECTION 1

TASK INVENTORY

One of the major characteristics of competency-based education (CBE) is that the course content is based upon actual jobs or tasks performed by the worker. In Virginia the Department of Education has established standards for competency-based education. According to these standards, competencies must be role-relevant and based upon appropriate research. This standard states:

> Role-relevant competencies are identified and stated.
>
> The competencies, with standards, will be identified through V-TECS, IDECC, and other appropriate research. Advisory committees should be used to review competencies and standards. Competencies in the affective domain will be included. Role-relevant competencies for occupational preparation programs are those that specifically relate to the occupation for which the student is being prepared, as well as to the personal needs of the student. Role-relevant competencies are related also to orientation, exploration, and/or industrial arts experiences which have been identified for students.

Therefore, role-relevant jobs or tasks, called competencies in CBE, must be identified and validated before instructional materials are developed and subsequent instruction takes place. The task list in this document is based on the following:

1. Job titles and descriptions found in the Occupational Outlook Handbook and the Dictionary of Occupational Titles
2. Research into task lists from other states
3. The Vocational-Technical Consortium of States (V-TECS) catalogs for Dental Assistant, Dental Hygienist, and Dental Lab Technician
4. Interviews with former students and incumbent workers in the health delivery system
5. Input from teachers and curriculum specialists
6. Suggestions from local craft advisory committee members.

Information collected and reviewed from these sources was used to develop an initial task list. The next step involved in preparing the final task inventory was validation of the task list. Validation is essential if the information collected is to be useful in operating CBE course and programs. The validation process involved the following:

1. Review by writing team members to determine completeness of inventory
2. Field-testing in several areas of the state
3. Review and validation by local craft advisory committees to ensure the role-relevance and completeness of the inventory
4. Review by workers, dental postsecondary educators, and representatives of the Virginia Department of Health to determine the validity of the inventory
5. Review by the Virginia Dental Association Dental Education and Continuing Education Committee
6. Final review and editing by writing team members, project directors, and state staff.

This process was used to determine content appropriate for the competency-based dental aide courses at the secondary level. Therefore, instruction can logically be based on the validated task inventory included in this publication.

The task analyses sheets are arranged by duty areas for the specific domain covered by the guide. Information contained on each sheet is as follows:

1. The task/competency for a given duty area which is performed by incumbent workers
2. Course application information
3. Performance objectives for instructional planning
4. Criterion-referenced measures or test items used to determine successful attainment of the task/competency by the student
5. Enabling objectives/instructional activities and steps required for teaching the task/competency

At the end of each duty area, information on tools, equipment, and supplies is listed, as well as a listing of references and suggested audiovisual materials.

TASK INVENTORY FOR

DENTAL AIDE

CONCEPT/DUTY AREAS

1. PERFORMING EMERGENCY PROCEDURES
2. OPERATING DENTAL EQUIPMENT
3. PERFORMING CLINICAL DENTAL PROCEDURES
4. DESCRIBING DENTAL ANATOMY
5. PERFORMING GENERAL OFFICE PROCEDURES
6. PREPARING FOR CAREER ACTIVITIES

This instructional resource has been designed for statewide distribution. Local vocational teachers or program designers are encouraged to adapt the content of the task inventory and teaching sequence to fit the needs of their students and community.

CONCEPT/DUTY AREA

1. PERFORMING EMERGENCY PROCEDURES

TASKS/COMPETENCIES

1.1 Administer first aid

1.2 Administer CPR

CONCEPT/DUTY AREA:

1. PERFORMING EMERGENCY PROCEDURES

COURSE:

DENTAL AIDE I (8328)
DENTAL AIDE II (8329)

TASK/COMPETENCY:

1.1 Administer first aid

PERFORMANCE OBJECTIVE

P1.1 Given a simulated patient who shows symptoms of shock, fainting, bleeding, seizure, or respiratory distress, administer first aid appropriate for the situation in accordance with the American Red Cross guidelines.

CRITERION-REFERENCED MEASURE

C1.1 Selected first aid procedures administered in accordance with the guidelines of the American Red Cross

ENABLING OBJECTIVES/LEARNING ACTIVITIES

E1.1.1 State physiological principles for shock, fainting, seizure, and respiratory distress.

E1.1.2 Describe the contents of a standard first aid kit.

E1.1.3 List the proper sequence of steps to follow in initiating first aid procedures.

E1.1.4 Invite members of the local rescue squad to provide a demonstration of first aid procedures.

E1.1.5 Prepare or obtain a chart illustrating pressure points and relate appropriate first aid techniques.

E1.1.6 Stage an accident as a review exercise for second-year students.

CONCEPT/DUTY AREA:

1. PERFORMING EMERGENCY PROCEDURES

COURSE:

DENTAL AIDE I (8328)
DENTAL AIDE II (8329)

TASK/COMPETENCY:

1.2 Administer CPR

PERFORMANCE OBJECTIVE

P1.2 Given a mannequin or simulated patient, administer CPR or the Heimlich Maneuver in accordance with the American Heart Association guidelines.

CRITERION-REFERENCED MEASURE

C1.2 CPR administered in accordance with guidelines of the American Heart Association

ENABLING OBJECTIVES/LEARNING ACTIVITIES

E1.2.1 List the causes of choking.

E1.2.2 Give a pretest or "pop quiz" on the respiratory and cardiovascular systems as a review exercise.

E1.2.3 Explain the "good samaritan" laws.

E1.2.4 Demonstrate and practice:
a. quick check for breathing and pulse
b. Heimlich Maneuver
c. CPR on infant and adult mannequins.

E1.2.5 Describe anatomical changes in the heart, brain, and lungs during arrest and choking.

EQUIPMENT AND MATERIALS

TASK 1.1

First aid kit
Chart of pressure points
Bandages

TASK 1.2

Resussci Anne and Anne infant
Chart of cardiovascular system
Mannequin
Chart of respiratory system

RESOURCES

TASK 1.1

Dental Assistant. V-TECS.
Emergency First Aid Module. American Red Cross.

Film: First Aid--Bleeding and Shock. Churchill Films.

TASK 1.2

American Red Cross CPR Module. American Red Cross.

Films: Breath of Life. American Heart Association.
CPR. American Heart Association.
New Breath of Life. American Heart Association.

Films/Videocassettes: One Person Too Late. American Red Cross.
Their First Hour. American Red Cross.

CONCEPT/DUTY AREA

2. OPERATING DENTAL EQUIPMENT

TASKS/COMPETENCIES

2.1 Clean dental equipment

2.2 Maintain accessory equipment

2.3 Maintain operatory equipment

2.4 Prepare laboratory equipment for use

2.5 Sterilize dental instruments

2.6 Wash hands

2.7 Identify safety measures associated with radiation

CONCEPT/DUTY AREA:

2. OPERATING DENTAL EQUIPMENT

COURSE:

DENTAL AIDE I (8328)
DENTAL AIDE II (8329)

TASK/COMPETENCY:

2.1 Clean dental equipment

PERFORMANCE OBJECTIVE

P2.1 Given dental handpieces, manufacturer's directions, pipe cleaners, and dental oil and solutions, clean the equipment. Cleaning procedures must be in accordance with manufacturer's directions, and all items on the checklist must be rated satisfactory.

CRITERION-REFERENCED MEASURE

C2.1 Instructor's checklist 2.1; all items rated acceptable

ENABLING OBJECTIVES/LEARNING ACTIVITIES

E2.1.1 Identify basic types of handpieces.

E2.1.2 Describe safety factors and preventive maintenance procedures.

E2.1.3 Demonstrate proper assembling, cleaning, and lubricating procedures for various handpieces.

E2.1.4 Practice loading and unloading handpieces, using bench engine.

E2.1.5 Provide review exercises for second-year students.

INSTRUCTOR'S CHECKLIST 2.1

ACTIVITY: Clean dental equipment

ITEM	RATING*	
	Acceptable	Unacceptable
1. Read manufacturer's directions.		
2. Assembled cleaning supplies.		
3. Cleaned outside of sheaths.		
4. Cleaned chucks.		
5. Lubricated as necessary.		
6. Drained air compressors.		

*All items must receive acceptable rating.

Dental Assistant, pp. 213-214. V-TECS.

CONCEPT/DUTY AREA:

2. OPERATING DENTAL EQUIPMENT

COURSE:

DENTAL AIDE I (8328)
DENTAL AIDE II (8329)

TASK/COMPETENCY:

2.2 Maintain accessory equipment

PERFORMANCE OBJECTIVE

P2.2 Given selected accessory dental equipment and the necessary equipment and supplies, maintain accessory equipment. All items on the instructor's checklist must be rated acceptable.

CRITERION-REFERENCED MEASURE

C2.2 Instructor's checklist 2.2; all items rated acceptable

ENABLING OBJECTIVES/LEARNING ACTIVITIES

E2.2.1 Identify the following pieces of equipment:

a. air compressor
b. operating stools
c. dental operating cabinets
d. high speed aspirator
e. analgesic apparatus
f. ultrasonic unit
g. ultrasonic cleaner
h. x-ray units.

E2.2.2 State the proper maintenance procedures for selected equipment.

E2.2.3 Prepare slides or handouts and discuss use and care of accessory equipment.

E2.2.4 Demonstrate maintenance procedures and allow time for student practice.

E2.2.5 Pretest second year students and review as needed.

INSTRUCTOR'S CHECKLIST 2.2

ACTIVITY: Maintain accessory equipment

ITEM	RATING*	
	Acceptable	Unacceptable
1. Cleaned external parts of air compressor.		
2. Checked and bled lines of air compressor.		
3. Disinfected dental chair.		
4. Lubricated movable parts of dental chair.		
5. Disinfected operating stools.		
6. Lubricated movable parts of operating stools.		
7. Disinfected dental cabinets.		
8. Polished dental cabinets.		
9. Removed and sterilized high speed aspirator tip.		
10. Sterilized aspirator lines.		

*All items must receive acceptable rating.

INSTRUCTOR'S CHECKLIST 2.2

ACTIVITY: Maintain accessory equipment

ITEM	RATING*	
	Acceptable	Unacceptable
11. Disinfected and stored analgesic apparatus.		
12. Sterilized ultrasonic unit.		
13. Cleansed ultrasonic cleaner.		
14. Replenished solution for ultrasonic cleaner.		
15. Turned off and disinfected x-ray unit.		
16. Turned off and disinfected operating light.		

*All items must receive acceptable rating.

CONCEPT/DUTY AREA:

2. OPERATING DENTAL EQUIPMENT

COURSE:

DENTAL AIDE I (8328)
DENTAL AIDE II (8329)

TASK/COMPETENCY:

2.3 Maintain operatory equipment

PERFORMANCE OBJECTIVE

P2.3 Given an equipped clinical operatory and cleaning and disinfecting armamentarium, maintain equipment by cleaning and disinfecting the operatory. All items on the instructor's checklist must be rated acceptable.

CRITERION-REFERENCED MEASURE

C2.3 Instructor's checklist 2.3; all items rated acceptable

ENABLING OBJECTIVES/LEARNING ACTIVITIES

E2.3.1 Explain principles of disinfection.

E2.3.2 Demonstrate the operation of the dental unit.

E2.3.3 Prepare and show slides of equipment and supplies stored incorrectly. Hold class discussion on proper storage.

E2.3.4 Describe the difference between clean and contaminated operatory.

E2.3.5 Provide first year students practice time in disinfecting procedures. Provide second year students with copies of the performance checklist to critique these practice sessions.

INSTRUCTOR'S CHECKLIST 2.3

ACTIVITY: Clean and disinfect operatory equipment

ITEM	RATING*	
	Acceptable	Unacceptable
1. Assembled cleaning and disinfecting armamentarium.		
2. Inspected room for gross debris; removed and discarded.		
3. Lowered backrest of chair and sprayed with disinfectant.		
4. Raised backrest and chair, and wiped base, if necessary.		
5. Sprayed disinfectant over unit and onto paper towel.		
6. Wiped each unit component.		
7. Wiped operator's and assistant's chair with disinfectant.		
8. Sprayed and wiped disinfectant over sink area.		
9. Sprayed disinfectant over wall cabinets, operating lights, x-ray tubes, towel and paper cup holder.		
10. Used germicidal solution to wipe all small components of the treatment area.		
11. Inspected carefully for cleanliness.		

*All items must receive acceptable rating.

CONCEPT/DUTY AREA:

2. OPERATING DENTAL EQUIPMENT

COURSE:

DENTAL AIDE I (8328)
DENTAL AIDE II (8329)

TASK/COMPETENCY:

2.4 Prepare laboratory equipment for use

PERFORMANCE OBJECTIVE

P2.4 Given a model trimmer or a dental lathe, prepare equipment for use. All items on the instructor's checklist must be rated acceptable.

CRITERION-REFERENCED MEASURE

C2.4 Instructor's checklist 2.4; all items rated acceptable

ENABLING OBJECTIVES/LEARNING ACTIVITIES

E2.4.1 Identify components and explain the use of the model trimmer.

E2.4.2 Explain the use of the dental lathe.

E2.4.3 List and explain all safety procedures.

E2.4.4 Demonstrate preparation procedures for selected equipment.

E2.4.5 Provide copies of manufacturer's operating manuals for student review.

INSTRUCTOR'S CHECKLIST 2.4

ACTIVITY: Prepare model trimmer or dental lathe for use

ITEM	RATING*	
	Acceptable	Unacceptable
1. Followed manufacturer's instructions for operation.		
2. Applied safety precautions.		
3. Determined appropriate accessory item.		
4. Completed equipment preparation.		

*All items must receive acceptable rating.

CONCEPT/DUTY AREA:

2. OPERATING DENTAL EQUIPMENT

COURSE:

DENTAL AIDE I (8328)
DENTAL AIDE II (8329)

TASK/COMPETENCY:

2.5 Sterilize dental instruments

PERFORMANCE OBJECTIVE

P2.5 Given selected dental instruments and the necessary equipment and supplies, sterilize each instrument according to its type and use. Finished product must register sterile on indicator tape.

CRITERION-REFERENCED MEASURE

C2.5 Instruments registered sterile on indicator tape

ENABLING OBJECTIVES/LEARNING ACTIVITIES

E2.5.1 Define selected dental terminology.

E2.5.2 Differentiate between hand cutting and rotary cutting instruments.

E2.5.3 Operate ultrasonic cleaner.

E2.5.4 Demonstrate autoclave operation.

E2.5.5 Show slides or flashcards for practice in matching instrument with proper sterilization procedure.

E2.5.6 State all safety precautions.

CONCEPT/DUTY AREA:

2. OPERATING DENTAL EQUIPMENT

COURSE:

DENTAL AIDE I (8328)
DENTAL AIDE II (8329)

TASK/COMPETENCY:

2.6 Wash hands

PERFORMANCE OBJECTIVE

P2.6 Given a sink, soap, brush, and paper towels, wash hands. All items on the instructor's checklist must be rated acceptable.

CRITERION-REFERENCED MEASURE

C2.6 Instructor's checklist 2.6; all items rated acceptable.

ENABLING OBJECTIVES/LEARNING ACTIVITIES

E2.6.1 Define basic terminology of asepsis.

E2.6.2 Identify reasons for decontamination.

E2.6.3 Demonstrate the proper procedure to decontaminate the hands.

E2.6.4 Use "Germ-Glo" or fluorescent light to check the results of practice sessions.

INSTRUCTOR'S CHECKLIST 2.6

ACTIVITY: Wash hands

ITEM	RATING*	
	Acceptable	Unacceptable
1. Removed rings and watch.		
2. Opened faucet, adjusted temperature, and left water running.		
3. Applied soap and lathered hands.		
4. Cleaned under and around fingernails.		
5. Used rotary movement and friction moving up from fingers to arm.		
6. Rinsed holding hands upward from wrist.		
7. Repeated lathering and rinsing.		
8. Kept hands higher than wrists during washing and rinsing procedures.		
9. Dried hands.		
10. Turned off faucet with paper towel.		

*All items must receive acceptable rating.

CONCEPT/DUTY AREA: 2. OPERATING DENTAL EQUIPMENT

COURSE: DENTAL AIDE II (8329)

TASK/COMPETENCY:

2.7 Identify safety measures associated with radiation

PERFORMANCE OBJECTIVE

P2.7 Given safety equipment such as a film badge or lead apron, information on radiation hazards, and symptoms and complications of overexposure, identify safety measures associated with radiation on an instructor-prepared written test with 77% accuracy.

CRITERION-REFERENCED MEASURE

C2.7 Instructor-prepared written test; 77% accuracy

ENABLING OBJECTIVES/LEARNING ACTIVITIES

E2.7.1 State the purpose of radiographs.

E2.7.2 List the physical properties of x-radiation.

E2.7.3 Define electromagnetic, isotopes, particulate radiation, gamma radiation, atom shielding.

E2.7.4 Explain the effects of radiation on human tissue.

E2.7.5 Identify patient radiation protection devices.

E2.7.6 Identify dental personnel radiation protection devices.

E2.7.7 State local, state, and federal regulations governing radiation safety.

E2.7.8 List the most sensitive body tissues.

EQUIPMENT AND MATERIALS

TASK 2.1

Belt-driven lab engine and handpiece
Straight-slow speed with contra-angle and prophy-angle handpiece
Ultra-speed, contra-angle handpiece
Engine oil
Handpiece cleaner and lubricant
2 x 2 gauze sponges
Bur changers
Burs

TASK 2.2

Air compressor
X-ray unit
Ultrasonic unit
Dental cabinets
Gauze
Analgesic apparatus
Operating stools
Disinfectant
Ultrasonic cleaner

TASK 2.3

Complete dental unit
Disinfectant
Bracket table
Dental engine and rheostat
Operating light

TASK 2.4

Model trimmer
Dental lathe
Assorted chucks

TASK 2.5

Hand cutting instruments
Brush
Packaging materials
Autoclave
Chemical solutions
Rotary instruments
Soap
Ultrasound cleaner

TASK 2.6

Soap
Brush
Paper towels
Fluorescent "bacteria" light kit

TASK 2.7

Safety equipment (personal and patient)
Instructor-prepared written test

RESOURCES

TASK 2.1-2.5

Dental Assistant. V-TECS.
The Dental Assistant. Richardson and Barton.
Effective Dental Assisting. Schwarzrock and Jensen.

TASK 2.6

Dental Assistant. V-TECS.

TASK 2.7

Dental Assistant. V-TECS.
Modern Dental Assisting. Ehrlich and Torres.

Filmstrip: Theory of X-ray. Prentice-Hall Media.

CONCEPT/DUTY AREA

3. PERFORMING CLINICAL DENTAL PROCEDURES

TASKS/COMPETENCIES

3.1 Prepare operatory for clinical procedures

3.2 Prepare and dismiss patient

3.3 Assist with evacuation

3.4 Assist with examination

3.5 Fabricate custom tray

3.6 Prepare a primary study model

3.7 Demonstrate oral hygiene

CONCEPT/DUTY AREA:

3. PERFORMING CLINICAL DENTAL PROCEDURES

COURSE:

DENTAL AIDE II (8329)

TASK/COMPETENCY:

3.1 Prepare operatory for clinical procedures

PERFORMANCE OBJECTIVE

P3.1 Given selected operatory situations, appropriate instruments, and the necessary materials, prepare the operatory for selected clinical procedure(s). All items on the instructor's checklist(s) must be rated acceptable.

CRITERION-REFERENCED MEASURE

C3.1 Instructor's checklist 3.1 (a-k); all items rated acceptable

ENABLING OBJECTIVES/LEARNING ACTIVITIES

E3.1.1 Define and explain terminology associated with routine clinical procedures.

E3.1.2 Identify instruments, equipment, materials, and positioning to prepare for the following procedures:

a) application of rubber dam
b) rubber cup prophylaxis
c) amalgam restoration
d) composite restoration (class III or IV)
e) routine extraction
f) complex extraction
g) root canal treatment
h) gold crown and inlay restoration and cementation.

E3.1.3 Explain post-procedure patient teaching.

E3.1.4 Arrange for student field trips to dental agency to view preparations for clinical procedures.

INSTRUCTOR'S CHECKLIST 3.1a

ACTIVITY: Prepare for application of rubber dam

ITEM	RATING*	
	Acceptable	Unacceptable
1. Seated and prepared patient for procedure.		
2. Washed hands.		
3. Prepared rubber dam for application.		
4. Flossed patient's teeth to be isolated.		
5. Placed clamp forceps in clamp.		
6. Placed rubber dam napkin over patient's mouth.		
7. Retracted patient's cheek as dentist applied the dam.		
8. Air-dried the exposed teeth.		
9. Prepared rubber dam stops, if indicated.		
10. Flushed and dried area.		

*All items must receive acceptable rating.

INSTRUCTOR'S CHECKLIST 3.1b

ACTIVITY: Prepare for rubber cup prophylaxis

ITEM	RATING*	
	Acceptable	Unacceptable
1. Identified definition of oral prophylaxis.		
2. Identified objectives related to oral prophylaxis.		
3. Assembled patient's records.		
4. Assembled armamentarium.		
5. Prepared handpiece.		
6. Prepared saliva ejector.		
7. Checked set-up for completeness.		

*All items must receive acceptable rating.

INSTRUCTOR'S CHECKLIST 3.1c

ACTIVITY: Prepare for amalgam restoration

ITEM	RATING*	
	Acceptable	Unacceptable
1. Read patient's chart for area of operation and review of medical history; placed record in operatory.		
2. Placed x-rays in view box.		
3. Set up for cavity preparation and restoration.		
4. Seated and prepared patient.		
5. Washed hands.		
6. Introduced doctor (if this is new patient).		
7. Applied topical anesthetic.		
8. Rinsed and aspirated patient's mouth.		
9. Prepared for the administration of local anesthetic.		
10. Prepared for aspiration.		
11. Maintained field of operation.		

*All items must receive acceptable rating.

INSTRUCTOR'S CHECKLIST 3.1.c

ACTIVITY: Prepare for amalgam restoration

ITEM	RATING*	
	Acceptable	Unacceptable
12. Performed bur exchange.		
13. Flushed and dried cavity at completion of instrumentation.		
14. Ascertained if base or liner would be needed.		
15. Prepared for restoration phase of the procedure.		
16. Selected bur as indicated.		
17. Passed chucking tool to dentist.		
18. Removed existing bur as dentist loosened the chucking mechanism.		
19. Inserted next bur.		
20. Held bur by cutting portion as dentist tightened the chuck.		
21. Received chucking tool.		
22. Identified stage of cavity preparation.		

*All items must receive acceptable rating.

INSTRUCTOR'S CHECKLIST 3.1c

ACTIVITY: Prepare for amalgam restoration

ITEM	RATING*	
	Acceptable	Unacceptable
23. Evacuated oral cavity.		
24. Prepared wedge for dentist.		
25. Prepared varnish.		
26. Prepared amalgam for dentist.		
27. Evacuated oral cavity as indicated.		
28. Prepared articulation paper for adjusting occlusion.		
29. Cared for and instructed patient in post-operative care.		
30. Dismissed patient, reappointed for polishing or next restoration as per treatment plan.		
31. Cleaned operatory and prepared for the next patient.		

*All items must receive acceptable rating.

INSTRUCTOR'S CHECKLIST 3.1d

ACTIVITY: Assist with composite resin restoration

ITEM	RATING*	
	Acceptable	Unacceptable
1. Identified stage of cavity preparation.		
2. Prepared matrix for placement.		
3. Prepared and mixed composite material.		
4. Performed aspiration.		
5. Placed sandpaper disk in hand instrument.		
6. Prepared articulating paper. Assisted in occlusion adjustment (if necessary).		
7. Assisted patient to rinse mouth.		
8. Cared for patient.		
9. Dismissed patient and scheduled reappointment (if necessary)		
10. Cleaned operatory and prepared for next patient.		

*All items must receive acceptable rating.

INSTRUCTOR'S CHECKLIST 3.1e

ACTIVITY: Assist with acid etch CIV restorations

ITEM	RATING*	
	Acceptable	Unacceptable
1. Identified stage of cavity preparation.		
2. Ascertained if base and/or liner was needed.		
3. Prepared base and/or liner.		
4. Prepared and mixed acid etch.		
5. Prepared acrylic placement instrument for passing to the dentist.		
6. Held gauze sponge in exchange zone for dentist to wipe instrument.		
7. Received placement instrument.		
8. Placed remaining material and gauze sponge to one side.		
9. Prepared sandpaper disk and strip for dentist.		
10. Applied air and water; suctioned area of treatment.		
11. Cared for patient.		

*All items must receive acceptable rating.

INSTRUCTOR'S CHECKLIST 3.1e

ACTIVITY: Assist with acid etch CIV restorations

ITEM	RATING*	
	Acceptable	Unacceptable
12. Dismissed patient from chair.		
13. Scheduled for next appointment (if necessary).		
14. Cleaned operatory.		

*All items must receive acceptable rating.

INSTRUCTOR'S CHECKLIST 3.1f

ACTIVITY: Prepare for oral surgery procedures (routine extraction)

ITEM	RATING	
	Acceptable	Unacceptable
1. Read patient's treatment plan for area of treatment.		
2. Assembled patient's record and placed in operatory.		
3. Placed x-rays in view box.		
4. Disinfected air and water syringe, light, chair, and all other areas in which patient might come in contact.		
5. Prepared evacuation equipment.		
6. Prepared local anesthetic syringe and set-up.		
7. Assembled and arranged instruments and supplies on tray.		
8. Selected sutures and placed on sterile tray.		
9. Maintained chain of asepsis during preparations of sterile tray.		
10. Checked operatory for completeness of armamentarium.		

*All items must receive acceptable rating.

INSTRUCTOR'S CHECKLIST 3.1g

ACTIVITY: Prepare for oral surgery procedures (complex extraction)

ITEM	RATING*	
	Acceptable	Unacceptable
1. Read patient's treatment plans for area of treatment.		
2. Prepared operatory.		
3. Seated and prepared patient.		
4. Washed hands.		
5. Applied topical anesthetic to site of injection of local anesthetic.		
6. Prepared for aspiration.		
7. Identified stage of procedure.		
8. Aspirated area of treatment as needed.		
9. Received extracted tooth from dentist.		
10. Prepared sutures (if necessary).		
11. Cut sutures as directed (if necessary).		

*All items must receive acceptable rating.

INSTRUCTOR'S CHECKLIST 3.1g

ACTIVITY: Prepare for oral surgery procedures (complex extraction)

ITEM	RATING*	
	Acceptable	Unacceptable
12. Observed patient for bleeding.		
13. Cared for patient.		
14. Gave patient post-operative instructions.		
15. Dismissed patient and scheduled for reappointment (if necessary).		
16. Cleaned operatory and prepared for the next patient.		

*All items must receive acceptable rating.

INSTRUCTOR'S CHECKLIST 3.1h

ACTIVITY: Prepare for endodontic therapy (root canal treatment)

ITEM	RATING*	
	Acceptable	Unacceptable
1. Read patient's treatment plan for area of treatment.		
2. Prepared operatory with endodontic armamentarium.		
3. Placed x-rays in viewbox.		
4. Seated and prepared patient.		
5. Washed hands.		
6. Applied topical anesthetic to area of injection.		
7. Identified stage of procedure.		
8. Aspirated area as needed by dentist.		
9. Performed bur exchange.		
10. Observed patient for reactions to procedure.		
11. Instructed patient in post-operative care of oral cavity.		

*All items must receive acceptable rating.

INSTRUCTOR'S CHECKLIST 3.1h

ACTIVITY: Prepare for endodontic therapy (root canal treatment)

ITEM	RATING*	
	Acceptable	Unacceptable
12. Dismissed patient and reappointed as needed.		
13. Cleaned operatory and prepared for next patient.		

*All items must receive acceptable rating.

INSTRUCTOR'S CHECKLIST 3.1i

ACTIVITY: Prepare for gold inlay or crown

ITEM	RATING*	
	Acceptable	Unacceptable
1. Read patient's treatment plan for area of treatment.		
2. Prepared operatory with gold inlay or crown armamentarium.		
3. Placed x-rays in view box.		
4. Seated and prepared patient.		
5. Washed hands.		
6. Applied topical anesthetic to area of injection.		
7. Identified stage of procedure.		
8. Aspirated area as needed.		
9. Performed bur exchange.		
10. Prepared gingival retraction cord (if needed).		

*All items must receive acceptable rating. 40

INSTRUCTOR'S CHECKLIST 3.1i

ACTIVITY: Prepare for gold inlay or crown

ITEM	RATING*	
	Acceptable	Unacceptable
11. Prepared impression material.		
12. Prepared temporary restoration or crown.		
13. Observed patient for reactions to procedure.		
14. Instructed patient in post-operative care of oral cavity.		
15. Dismissed patient and reappointed as needed.		
16. Cleaned operatory and prepared for next patient.		

*All items must receive acceptable rating.

INSTRUCTOR'S CHECKLIST 3.1j

ACTIVITY: Prepare for cementation of gold crown or inlay

ITEM	RATING*	
	Acceptable	Unacceptable
1. Read patient's treatment plan for area of treatment.		
2. Prepared operatory for cementation armamentarium for gold inlay or crown .		
3. Placed x-rays in view box.		
4. Seated and prepared patient.		
5. Washed hands.		
6. Applied topical anesthetic to area of injection.		
7. Identified stage of procedure.		
8. Aspirated area as needed.		
9. Performed bur exchange.		
10. Prepared gingival retraction cord (if needed).		
11. Prepared varnish.		

*All items must receive acceptable rating.

INSTRUCTOR'S CHECKLIST 3.1j

ACTIVITY: Prepare for cementation of gold crown or inlay

ITEM	RATING*	
	Acceptable	Unacceptable
12. Prepared crown or inlay for cementation.		
13. Observed patient for reactions to procedure.		
14. Instructed patient in post-operative care.		
15. Dismissed patient and reappointed as needed.		
16. Cleaned operatory and prepared for next patient.		

*All items must receive acceptable rating.

INSTRUCTOR'S CHECKLIST 3.1k

ACTIVITY: Demonstrate post-procedure patient teaching

ITEM	RATING*	
	Acceptable	Unacceptable
1. Cleaned patient following procedure.		
2. Presented specific areas of caution for home care to the patient.		
3. Presented specific nutritional requirements as indicated by a selected procedure.		
4. Explained to patient the need of taking medication properly (if indicated).		
5. Explained to patient specific oral hygiene care (indicated by type of procedure performed).		
6. Handed patient list of home care instructions and emergency phone number.		
7. Reappointed patient (if necessary).		
8. Cleaned operatory and prepared for the next patient.		

*All items must receive acceptable rating.

CONCEPT/DUTY AREA:

3. PERFORMING CLINICAL DENTAL PROCEDURES

COURSE:

DENTAL AIDE II (8329)

TASK/COMPETENCY:

3.2 Prepare and dismiss patient

PERFORMANCE OBJECTIVE

P3.2 Given a simulated situation, prepare and dismiss the patient for a specified dental procedure. All items on the instructor's checklist must be rated acceptable.

CRITERION-REFERENCED MEASURE

C3.2 Instructor's checklist 3.2; all items rated acceptable

ENABLING OBJECTIVES/LEARNING ACTIVITIES

E3.2.1 Demonstrate selected seating procedures.

E3.2.2 Position patient and equipment for selected procedure.

E3.2.3 Explain dismissal procedures.

E3.2.4 Apply positive communication techniques.

INSTRUCTOR'S CHECKLIST 3.2

ACTIVITY: Prepare and dismiss patient

ITEM	RATING*	
	Acceptable	Unacceptable
1. Addressed patient by name.		
2. Escorted patient to operatory.		
3. Encouraged patient to feel at ease.		
4. Adjusted dental chair to lowest position.		
5. Assisted patient in being seated.		
6. Adjusted backrest level with lower part of patient's shoulder blades.		
7. Adjusted headrest to support head near base of skull.		
8. Asked patient if position of headrest was comfortable.		
9. Positioned chair to correct height and tilted to proper position for dentist.		
10. Requested patient to remove false teeth and glasses, if necessary.		
11. Placed patient's personal items in a safe place.		

*All items must receive acceptable rating.

INSTRUCTOR'S CHECKLIST 3.2

ACTIVITY: Prepare and dismiss patient

ITEM	RATING*	
	Acceptable	Unacceptable
12. Removed saliva ejector.		
13. Wiped patients's face.		
14. Raised backrest to upright position and lifted arm on chair.		
15. Assisted patient to rinse mouth.		
16. Removed bib or drape.		
17. Moved bracket table and other objects out of the way.		
18. Returned personal items to patient.		
19. Assisted patient in rising from chair.		
20. Escorted patient to receptionist's desk.		
21. Rescheduled appointment, if necessary.		
22. Prepared and gave patient receipt for payment of fees (if paid).		

*All items must receive acceptable rating.

CONCEPT/DUTY AREA:

3. PERFORMING CLINICAL DENTAL PROCEDURES

COURSE:

DENTAL AIDE II (8329)

TASK/COMPETENCY:

3.3 Assist with evacuation

PERFORMANCE OBJECTIVE

P3.3 Given a simulated situation and a typodent and vac-ejector, assist with evacuation by placing the evacuator in upper and lower arches before and after dental procedure. All items on the instructor's checklist must be rated acceptable.

CRITERION-REFERENCED MEASURE

C3.3 Instructor's checklist 3.3; all items rated acceptable.

ENABLING OBJECTIVES/LEARNING ACTIVITIES

E3.3.1 Review structure and function of the oral cavity.

E3.3.2 Review structure and function of the salivary glands.

E3.3.3 Demonstrate placement of evacuator.

E3.3.4 Describe proper patient positioning for each procedure.

INSTRUCTOR'S CHECKLIST 3.3

ACTIVITY: Assist with evacuation

ITEM	RATING*	
	Acceptable	Unacceptable
1. Assembled materials.		
2. Selected appropriate size vac-ejector.		
3. Assembled vac-ejector.		
4. Explained procedure to patient.		
5. Washed hands.		
6. Upper arch insertion: a. Positioned patient in supine position		
b. Inserted vac-ejector into mouth and positioned it		
c. Evaluated placement and made adjustments (if necessary).		
7. Lower arch insertion: a. Positioned patient in upright position		
b. Inserted mandibular mouthpiece and positioned it		
c. Cared for patient		
d. Dismissed patient		
e. Cleaned and sterilized vac-ejector.		

*All items must receive acceptable rating.

CONCEPT/DUTY AREA:

3. PERFORMING CLINICAL DENTAL PROCEDURES

COURSE:

DENTAL AIDE II (8329)

TASK/COMPETENCY:

3.4 Assist with examination

PERFORMANCE OBJECTIVE

P3.4 Given a dental chart, pencils, and simulated situation, assist with examination by recording medical history, vital signs, and results of the dentist's intro-oral examination. Chart must be completed with 100% accuracy.

CRITERION-REFERENCED MEASURE

C3.4 Dental chart; 100% accuracy

ENABLING OBJECTIVES/LEARNING ACTIVITIES

E3.4.1 Define selected dental terminology.

E3.4.2 State names and numbers of primary and secondary teeth.

E3.4.3 Record vital signs.

E3.4.4 Describe tooth surface, using dental terminology.

E3.4.5 Identify instruments used in examination.

E3.4.6 Administer pre-test in taking vital signs.

E3.4.7 Practice completing charts from dictation.

E3.4.8 Discuss abbreviations used on dental charts.

CONCEPT/DUTY AREA:

3. PERFORMING CLINICAL DENTAL PROCEDURES

COURSE:

DENTAL AIDE II (8329)

TASK/COMPETENCY:

3.5 Fabricate custom tray

PERFORMANCE OBJECTIVE

P3.5 Given an edentulous cast, baseplate wax sheets, acrylic monomer and polymer, laboratory knife, dental lathe, and other materials, fabricate a custom impression tray. All items on instructor's checklist must be rated acceptable.

CRITERION-REFERENCED MEASURE

C3.5 Instructor's checklist 3.5; all items rated acceptable

ENABLING OBJECTIVES/LEARNING ACTIVITIES

E3.5.1 Prepare materials for impressions.

E3.5.2 Practice taking impressions.

E3.5.3 Demonstrate pouring impressions.

E3.5.4 Identify safety precautions.

E3.5.5 Operate dental lathe.

INSTRUCTOR'S CHECKLIST 3.5

ACTIVITY: Fabricate custom tray

ITEM	RATING*	
	Acceptable	Unacceptable
1. Assembled supplies and materials.		
2. Prepared mandibular and maxillary casts for fabricating custom tray.		
3. Prepare the wax spacer.		
4. Painted separating medium on case.		
5. Prepared the acrylic resin.		
6. Formed the tray; formed and placed handle on the tray.		
7. Removed the trays and spacer from the casts.		
8. Checked the trays for uniform thickness and that the handle was securely fastened.		
9. Trimmed and polished the tray.		
10. Cleaned the tray and cast.		
11. Cleaned work area.		

*All items must receive acceptable rating.

CONCEPT/DUTY AREA:

3. PERFORMING CLINICAL DENTAL PROCEDURES

COURSE:

DENTAL AIDE II (8329)

TASK/COMPETENCY:

3.6 Prepare a primary study model

PERFORMANCE OBJECTIVE

P3.6 Given a complete set of teeth and appropriate dental materials, prepare a primary study model. All items on the instructor's checklist must be rated acceptable.

CRITERION-REFERENCED MEASURE

C3.6 Instructor's checklist 3.6; all items rated acceptable

ENABLING OBJECTIVES/LEARNING ACTIVITIES

E3.6.1 Identify materials needed for impressions.

E3.6.2 Practice taking impressions.

E3.6.3 Demonstrate pouring impressions.

E3.6.4 Apply safety measures while timing model.

INSTRUCTOR'S CHECKLIST 3.6

ACTIVITY: Prepare a primary study model

ITEM	RATING*	
	Acceptable	Unacceptable
1. Handed tray to student.		
2. Prepared alginate material.		
3. Filled maxillary tray and delivered to dentist.		
4. Stabilized tray.		
5. Wrapped tray in damp towel.		
6. Filled mandibular tray and delivered to dentist.		
7. Stabilized tray.		
8. Dismissed patient.		
9. Recorded treatment.		
10. Cleaned operatory.		
11. Assisted dentist during oral examination.		

*All items must receive acceptable rating.

INSTRUCTOR'S CHECKLIST 3.6

ACTIVITY: Prepare a primary study model

ITEM	RATING*	
	Acceptable	Unacceptable
12. Prepared impression materials and placed in a convenient place.		
13. Handed trays to dentist.		
14. Stabilized tray after dentist inserted it into the mouth.		
15. Removed impression when the material was set OR received impression tray after dentist removed the tray.		
16. Cared for patient.		
17. Dismissed patient and reappointed, if necessary.		
18. Recorded dictated lab work order for doctor's signature.		
19. Poured study models.		

*All items must receive acceptable rating.

CONCEPT/DUTY AREA:

3. PERFORMING CLINICAL DENTAL PROCEDURES

COURSE:

DENTAL AIDE II (8329)

TASK/COMPETENCY:

3.7 Demonstrate oral hygiene

PERFORMANCE OBJECTIVE

P3.7 Given a simulated situation with a patient and the necessary supplies and equipment, demonstrate oral hygiene techniques for the patient. All items on an instructor-prepared checklist must be rated acceptable.

CRITERION-REFERENCED MEASURE

C3.7 Instructor-prepared checklist; all items rated acceptable

ENABLING OBJECTIVES/LEARNING ACTIVITIES

E3.7.1 Describe the causes and effects of placque.

E3.7.2 Identify objectives of personal oral hygiene education.

E3.7.3 Demonstrate proper brushing techniques.

E3.7.4 Specify techniques for individuals with special needs.

E3.7.5 Teach young children in a child care class how to brush teeth.

EQUIPMENT AND MATERIALS

TASK 3.1

Dental operatory
Drape
Basic tray set-up
Rubber dam
Rubber cup
Prophy paste
Sutures and curved needle
Root canal materials
Selected instruments (hand and rotary)
Floss
Disclosing tablet
Hand piece
Amalgamator
Silver alloy and mercury
Acrylic resin

TASK 3.2

Dental operatory equipment
Drape

TASK 3.3

Typodent
Vac-ejector
Dental operatory
Mannequin
Drape
Bib clips

TASK 3.4

Dental history forms
Pencils (red and blue lead)
Manometer
Stethoscope
Thermometer
Clock/watch with sweep second hand
Dental operatory
Selected dental instruments

TASK 3.5

Study mold without teeth
Alginate impression material
Dental plaster or stone
Rubber bowl and spatula
Weight scale
Graduated cylinder with liter markings
Base-plate wax vibrator
Cold-cure acrylic monomer and polymer
Bench lathe with arbor band and ray wheel

TASK 3.6

Alginate
Safety glasses
Dental plaster or stone
Vibrator
Graduate cylinder
Standard mouth trays
Rubber bowl with spatula
Weight scale
Model trimmer

TASK 3.7

Personal oral hygiene module
Pencil
Toothbrushes
Disclosant
Toothpaste
Hand mirrors
Model of teeth
Floss

RESOURCES

TASK 3.1

Dental Assistant. V-TECS.
The Dental Assistant. Richardson and Barton.
Modern Dental Assisting. Ehrlich and Torres.

TASK 3.2

Dental Assistant. V-TECS.
The Dental Assistant. Richardson and Barton.
Effective Dental Assisting. Schwarzrock and Jensen.
Modern Dental Assisting. Ehrlich and Torres.

TASK 3.3

Dental Assistant. V-TECS.
The Dental Assistant. Richardson and Barton.

TASK 3.4

The Dental Assistant. Richardson and Barton.
Effective Dental Assisting. Schwarzrock and Jensen.
Modern Dental Assisting. Ehrlich and Torres.

TASK 3.5

Dental Assistant. V-TECS.
Effective Dental Assisting. Schwarzrock and Jensen.

TASK 3.6

Dental Assistant. V-TECS.
The Dental Assistant. Richardson and Barton.
Effective Dental Assisting. Schwarzrock and Jensen.
Modern Dental Assisting. Ehrlich and Torres.

TASK 3.7

Personal Oral Hygiene. Dearman.

CONCEPT/DUTY AREA

4. DESCRIBING DENTAL ANATOMY

TASKS/COMPETENCIES

4.1 Contrast embryology with existing anomalies

4.2 Identify principles of eruption and tooth morphology

4.3 Identify the bones and their landmarks on the skull

4.4 Recognize structures and function of the oral cavity

4.5 Identify the location and function of the major salivary glands

4.6 Identify head, face, and neck muscles and functions

4.7 Diagram the blood supply to the head

4.8 Describe selected cranial nerves

CONCEPT/DUTY AREA: 4. DESCRIBING DENTAL ANATOMY

COURSE: DENTAL AIDE I (8328)

TASK/COMPETENCY:

4.1 Contrast embrology with existing anomalies

PERFORMANCE OBJECTIVE

P4.1 Given color slides/photographs of oral histology and embryological anomalies, contrast embryology with existing anomalies by identifying the name and type of each anomaly on a written test with 77% accuracy.

CRITERION-REFERENCED MEASURE

C4.1 Instructor-prepared written test; 77% accuracy

ENABLING OBJECTIVES/LEARNING ACTIVITIES

E4.1.1 State the relationship of the primitive cellular layers to the embryonic layers.

E4.1.2 Identify the embryonic cellular layers important in the development of the oral cavity.

E4.1.3 Describe the relationship of the development of the tongue to the development of the palate.

E3.1.4 Describe the development and state the functions of the following:

a. enamel
b. dentin
c. cementum
d. pulp.

CONCEPT/DUTY AREA: 4. DESCRIBING DENTAL ANATOMY

COURSE: DENTAL AIDE I (8328)

TASK/COMPETENCY:

4.2 Identify principles of eruption and tooth morphology

PERFORMANCE OBJECTIVE

P4.2 Given diagrams, drawings, and models of human dentition, identify principles of eruption and tooth morphology on a written test with 77% accuracy.

CRITERION-REFERENCED MEASURE

C4.2 Instructor-prepared written test; 77% accuracy

ENABLING OBJECTIVES/LEARNING ACTIVITIES

E4.2.1 State the functions of the four groups (types) of human teeth.

E4.2.2 List the surfaces and angles of both anterior and posterior teeth.

E4.2.3 Identify the signs and symptoms of eruption.

E4.2.4 State the names and the approximate eruption schedule of the following:

a. deciduous dentition
b. permanent dentition.

E4.2.5 Describe the process of exfoliation.

E4.2.6 Identify by name and number human extracted teeth.

CONCEPT/DUTY AREA: 4. DESCRIBING DENTAL ANATOMY

COURSE: DENTAL AIDE I (8328)

TASK/COMPETENCY:

4.3 Identify the bones and their landmarks on the skull

PERFORMANCE OBJECTIVE

P4.3 Given a model of a human skull, identify 22 bones and selected landmarks of the skull on a written or oral examination with 77% accuracy.

CRITERION-REFERENCED MEASURE

C4.3 Instructor-prepared written or oral examination; 77% accuracy

ENABLING OBJECTIVES/LEARNING ACTIVITIES

E4.3.1 State the functions of the skull.

E4.3.2 Discuss the similarities and differences in an infant, child, and adult skull.

E4.3.3 Identify landmarks common to each skull.

E4.3.4 Locate and identify bones of the face.

E4.3.5 Locate and identify bones of the cranium.

CONCEPT/DUTY AREA: 4. DESCRIBING DENTAL ANATOMY

COURSE: DENTAL AIDE I (8328)

TASK/COMPETENCY:

4.4 Recognize structures and functions of the oral cavity

PERFORMANCE OBJECTIVE

P4.4 Given pictures and diagrams of the oral cavity, recognize structures and functions of the oral cavity by locating and identifying the functions of selected component parts with 77% accuracy on a written or oral test.

CRITERION-REFERENCED MEASURE

C4.4 Instructor-prepared written or oral test; 77% accuracy

ENABLING OBJECTIVES/LEARNING ACTIVITIES

E4.4.1 Distinguish the parts of the oral cavity.

E4.4.2 State the names and functions of the following tissues:

a. lining mucosa
b. masticatory mucosa
c. specialized mucosa.

E4.4.3 Describe the locations and functions of the tonsils.

E4.4.4 Practice using tongue blade and flashlight to examine the interior of the mouth.

CONCEPT/DUTY AREA:

4. DESCRIBING DENTAL ANATOMY

COURSE:

DENTAL AIDE I (8328)

TASK/COMPETENCY:

4.5 Identify the location and function of the major salivary glands

PERFORMANCE OBJECTIVE

P4.5 Given diagrams, pictures, and a model of the human skull, identify the location and function of the major salivary glands on an instructor-prepared written test with 77% accuracy.

CRITERION-REFERENCED MEASURE

C4.5 Instructor-prepared written test; 77% accuracy

ENABLING OBJECTIVES/LEARNING ACTIVITIES

E4.5.1 Explain the function of the major salivary glands.

E4.5.2 Identify on a diagram the location of each gland.

E4.5.3 Compare saliva samples; explain differences in consistency.

CONCEPT/DUTY AREA:

4. DESCRIBING DENTAL ANATOMY

COURSE:

DENTAL AIDE I (8328)

TASK/COMPETENCY:

4.6 Identify head, face, and neck muscles

PERFORMANCE OBJECTIVE

P4.6 Given a model of a human skull, masking tape, and precut color-coded pieces of 1/2-inch dressmaker's elastic labeled with the names of muscles, identify head, face, and neck muscles by attaching the origin and insertion ends of each muscle label to the proper locations on the skull with 77% accuracy.

CRITERION-REFERENCED MEASURE

C4.6 Muscles identified on model of skull; 77% accuracy

ENABLING OBJECTIVES/LEARNING ACTIVITIES

E4.6.1 Describe the location and function of the following:

a. muscles of mastication
b. muscles of facial expression
c. muscles of the floor of the mouth
d. muscles of the tongue.

E4.6.2 Determine groups of muscles that work together to achieve complex movement.

E4.6.3 Manipulate a skull to illustrate normal movements of the jaws and face, and discuss muscle placement for each movement.

CONCEPT/DUTY AREA:

4. DESCRIBING DENTAL ANATOMY

COURSE:

DENTAL AIDE I (8328)

TASK/COMPETENCY:

4.7 Diagram the blood supply to the head

PERFORMANCE OBJECTIVE

P4.7 Given a model of a skull, diagram the blood supply to the head with 77% accuracy on a written test.

CRITERION-REFERENCED MEASURE

C4.7 Instructor-prepared written test; 77% accuracy

ENABLING OBJECTIVES/LEARNING ACTIVITIES

E4.7.1 Locate arterial pulse points of the head, neck, and face.

E4.7.2 Describe the arterial branches supplying the various parts of the head, and state the names of the area they supply.

E4.7.3 Describe the venous drainage from the head.

CONCEPT/DUTY AREA:

4. DESCRIBING DENTAL ANATOMY

COURSE:

DENTAL AIDE I (8328)

TASK/COMPETENCY:

4.8 Describe selected cranial nerves

PERFORMANCE OBJECTIVE

P4.8 Given instruction and resources, describe selected cranial nerves on a written test with 77% accuracy.

CRITERION-REFERENCED MEASURE

C4.8 Instructor-prepared written test; 77% accuracy

ENABLING OBJECTIVES/LEARNING ACTIVITIES

E4.8.1 List the cranial nerves responsible for facial expression and mastication.

E4.8.2 Identify the branches and divisions of the trigeminal nerve.

E4.8.3 Examine skulls to locate key foramena.

E4.8.4 Demonstrate a movement; identify the muscles involved; state the nerves involved.

E4.8.5 State the areas supplied by each branch of the trigeminal nerve.

EQUIPMENT AND MATERIALS

TASK 4.1

Instructor-prepared slides/photographs

Instructor-prepared written test

TASK 4.2

Plastic models of permanent and deciduous teeth

Extracted human teeth
Instructor-prepared written test

TASK 4.3

Human skulls (infant with open foramenci, child with deciduous or mixed dentition, and adult)

Instructor-prepared test

TASK 4.4

Flashlight
Instructor-prepared test

Tongue blades

TASK 4.5

Diagrams
Instructor-prepared test
Model of human skull

Gauze
Mirrors

TASK 4.6

Model of human skull
Masking tape

Dressmaker's elastic (1/2")

TASK 4.7

Instructor-prepared test

TASK 4.8

Models of skulls
Instructor-prepared test

RESOURCES

TASK 4.1

Atlas of The Mouth. Massler and Schour.
Color Atlas of Oral Pathology. Colby and others.
Dental and Oral Embryology. Premar.
Oral Embryology and Microscopic Anatomy. Premar.

TASK 4.2

The Dental Assistant. Richardson and Barton.
Modern Dental Assisting. Ehrlich and Torres.
Textbook of Dental Anatomy and Psysiology. Wheeler.

TASK 4.3

Anatomy of The Human Body. Lockhart and others.
Anatomy of Orofacial Structures. Brand and Isslehard.
Modern Dental Assisting. Ehrlich and Torres.
Textbook of Dental Anatomy and Psysiology. Wheeler.

TASK 4.4

Atlas of The Mouth. Massler and Schour.
The Dental Assistant. Richardson and Barton.

TASK 4.5

Anatomy of Orofacial Structures. Brand and Isslehard.
Effective Dental Assisting. Schwarzrock and Jensen.
Modern Dental Assisting. Ehrlich and Torres.

TASK 4.6

Anatomy of The Human Body. Lockhart and others.
Anatomy of Orofacial Structures. Brand and Isslehard.

TASK 4.7

Anatomy of The Human Body. Lockhart and others.
Anatomy of Orofacial Structures. Brand and Isslehard.

TASK 4.8

Anatomy of The Human Body. Lockhart and others.

CONCEPT/DUTY AREA

5. PERFORMING GENERAL OFFICE PROCEDURES

TASKS/COMPETENCIES

5.1 Place and receive telephone calls

5.2 Receive patients and visitors

5.3 Maintain an appointment book

5.4 Compose business letters

5.5 Type business letters

5.6 Prepare form letters for mailing

5.7 Use dental terminology

5.8 Collate a patient's chart

5.9 Complete insurance claim forms

5.10 Prepare a bank deposit slip

5.11 Reconcile bank statement

5.12 Post payments

5.13 Initiate collection of delinquent bills

5.14 Process incoming mail

5.15 Update inventory list

5.16 Prepare purchase order

5.17 Prepare new dental file

5.18 Maintain dental records file

CONCEPT/DUTY AREA:

5. PERFORMING GENERAL OFFICE PROCEDURES

COURSE:

DENTAL AIDE II (8329)

TASK/COMPETENCY:

5.1 Place and receive telephone calls

PERFORMANCE OBJECTIVE

P5.1 Given a telephone handset and case situations requiring telephone use, place and receive the appropriate calls. All items on the instructor's checklist must be rated acceptable.

CRITERION-REFERENCED MEASURE

C5.1 Instructor's checklist 5.1 a & b; all items rated acceptable

ENABLING OBJECTIVES/LEARNING ACTIVITIES

E5.1.1 Describe positive telephone communication.

E5.1.2 Demonstrate procedure for taking messages.

E5.1.3 Demonstrate correct way to answer business calls.

E5.1.4 Demonstrate use of various types of telephone equipment.

E5.1.5 Identify calls that should be referred immediately to the dentist.

E5.1.6 Explain the concept of confidentiality of information.

INSTRUCTOR'S CHECKLIST 5.1a

ACTIVITY: Place a telephone call

ITEM	RATING*	
	Acceptable	Unacceptable
1. Verified telephone number.		
2. Dialed number properly.		
3. Introduced self and identified name of doctor to answering party.		
4. Spoke to proper party or left message, if appropriate.		
5. Answered questions as needed.		
6. Kept call brief, concise, and to the point.		
7. Spoke in well modulated tones, clearly and with sufficient volume.		
8. Replaced receiver gently at completion of the call.		

*All items must receive acceptable rating.

INSTRUCTOR'S CHECKLIST 5.1b

ACTIVITY: Receive a telephone call

ITEM	RATING*	
	Acceptable	Unacceptable
1. Answered phone promptly.		
2. Was prepared to take notes or messages.		
3. Identified office and self.		
4. Answered questions in a polite, courteous manner.		
5. Referred the caller to the doctor or nurse, if necessary.		
6. Spoke in well modulated tones, clearly and with sufficient volume.		
7. Recorded messages accurately, according to office policy.		
8. Operated equipment correctly to transfer call or place caller on hold, if necessary.		
9. Replaced receiver gently when call was completed.		

*All items must receive acceptable rating.

CONCEPT/DUTY AREA:

5. PERFORMING GENERAL OFFICE PROCEDURES

COURSE:

DENTAL AIDE II (8329)

TASK/COMPETENCY:

5.2 Receive patients and visitors

PERFORMANCE OBJECTIVE

P5.2 Given three situations, role play the reception of visitors according to established office procedures. All items on the instructor's checklist must be rated acceptable.

CRITERION-REFERENCED MEASURE

C5.2 Instructor's checklist 5.2; all items rated acceptable

ENABLING OBJECTIVES/LEARNING ACTIVITIES

E5.2.1 Discuss the importance of professionalism in the reception of patients and visitors and explain procedures for simulation.

E5.2.2 Demonstrate system for registering patients.

E5.2.3 Explain procedures for handling unscheduled visitors and emergency situations.

E5.2.4 Explain the importance of patient and visitor reception in terms of public relations for the dentist.

INSTRUCTOR'S CHECKLIST 5.2

ACTIVITY: Role play the reception of patients and visitors

ITEM	RATING*	
	Acceptable	Unacceptable
1. Acknowledged each person in a pleasant manner.		
2. Asertained each person's name and purpose of visit.		
3. Asked patients to sign in.		
4. Determined if patient had new address, telephone number, or insurance number.		
5. Invited each person to be seated.		
6. Informed each unscheduled visitor if and when the doctor would be available.		
7. Handled emergency situations according to office policy.		

*All items must receive acceptable rating.

CONCEPT/DUTY AREA:

5. PERFORMING GENERAL OFFICE PROCEDURES

COURSE:

DENTAL AIDE II (3329)

TASK/COMPETENCY:

5.3 Maintain an appointment book

PERFORMANCE OBJECTIVE

P5.3 Given an appointment book, schedule all appointments requested for one day. Upon completion, the book must show names of patients, including a notation indicating a new patient and telephone number. Buffer time must be provided in the daily schedule and estimated time needed for each patient must be marked off.

CRITERION-REFERENCED MEASURE

C5.3 Medical group apointments scheduled for one day, to include
- a. patient name
- b. notation for new patients with address and telephone number
- c. buffer time
- d. estimated time needed for each patient.

ENABLING OBJECTIVES/LEARNING ACTIVITIES

E5.3.1 Invite as a guest speaker a dental assistant who specializes in general office tasks. Ask the speaker to demonstrate computerized appointment scheduling.

E5.3.2 Distinguish among components of appointment schedule.

E5.3.3 Define selected terminology.

E5.3.4 Discuss structure of appointment books:
- a. buffer time
- b. meeting time
- c. lunch
- d. length of time for various patient illnesses.

CONCEPT/DUTY AREA:

5. PERFORMING GENERAL OFFICE PROCEDURES

COURSE:

DENTAL AIDE II (3329)

TASK/COMPETENCY:

5.4 Compose business letters

PERFORMANCE OBJECTIVE

P5.4 Given necessary materials, sample letters, and specific instruction, compose three letters of different types. When completed, the letters must be in good business form, legible, and without errors in spelling, grammar, or punctuation. Format must conform to samples provided.

CRITERION-REFERENCED MEASURE

C5.4 Three types of business letters composed according to instructions, to be in good business form; legible; without errors in spelling, grammar, and punctuation; format to conform to samples provided

ENABLING OBJECTIVES/LEARNING ACTIVITIES

E5.4.1 Display various types of correspondence sent and received by dental offices and have students identify by type, such as requests for information, supply orders, correspondence with colleagues, correspondence with patients, etc.

E5.4.2 Distribute vocabulary handouts; quiz on spelling and definitions.

E5.4.3 Punctuate complex sentences.

E5.4.4 Explain the importance of neat, correct correspondence to a dentist's practice.

E5.4.5 Proofread completed letters for grammar, spelling, and punctuation errors.

CONCEPT/DUTY AREA:

5. PERFORMING GENERAL OFFICE PROCEDURES

COURSE:

DENTAL AIDE II (8329)

TASK/COMPETENCY:

5.5 Type business letters

PERFORMANCE OBJECTIVE

P5.5 Given a typewriter or word processor, format guidelines, a corrected rough draft of a letter, and necessary supplies, type the correspondence within a time period specified. Completed letter must be in correct business form and contain no typographical errors.

CRITERION-REFERENCED MEASURE

C5.5 Letter typed from rough draft within time period specified, in correct business form, with no typographical errors

ENABLING OBJECTIVES/LEARNING ACTIVITIES

E5.5.1 Review necessary spelling, grammar, and punctuation; emphasize rules for word division.

E5.5.2 Explain the importance of proofreading copy before it is removed from the typewriter or printed out by the word processor, and demonstrate various error correction techniques.

E5.5.3 Demonstrate methods of producing multiple copies of correspondence.

E5.5.4 Practice typing correspondence; set progressively shorter time limits for production.

CONCEPT/DUTY AREA:

5. PERFORMING GENERAL OFFICE PROCEDURES

COURSE:

DENTAL AIDE II (8329)

TASK/COMPETENCY:

5.6 Prepare form letters for mailing

PERFORMANCE OBJECTIVE

P5.6 Given necessary materials and specific instruction, prepare five form letters for mailing within the time limit specified. Procedure must be rated acceptable according to the instructor's checklist.

CRITERION-REFERENCED MEASURE

C5.6 Form letters prepared for mailing within time limit specified, according to instructor's checklist 5.6; all items rated acceptable

ENABLING OBJECTIVES/LEARNING ACTIVITIES

E5.6.1 Contrast form letters with other business letters.

E5.6.2 Produce typewriter form letters.

E5.6.3 Use a word processor to produce form letters.

E5.6.4 Address envelope.

E5.6.5 Use a postage meter.

INSTRUCTOR'S CHECKLIST 5.6

ACTIVITY: Prepare five form letters for mailing

ITEM	RATING*	
	Acceptable	Unacceptable
1. Used specified format.		
2. Made insertions correctly.		
3. Corrected all errors neatly.		
4. Used appropriate method of creating multiple copies, according to equipment available.		
5. Prepared envelopes correctly.		
6. Affixed correct postage.		
7. Completed task within time limit specified.		

*All items must receive acceptable rating.

CONCEPT/DUTY AREA:

5. PERFORMING GENERAL OFFICE PROCEDURES

COURSE:

DENTAL AIDE II (3329)

TASK/COMPETENCY:

5.7 Use dental terminology

PERFORMANCE OBJECTIVE

P5.7 Given worksheets containing dental terms, definitions, abbreviations, prefixes, and suffixes, demonstrate ability to use dental terminology by completing the worksheet with 90% accuracy.

CRITERION-REFERENCED MEASURE

C5.7 Instructor-provided worksheet; 90% accuracy

ENABLING OBJECTIVES/LEARNING ACTIVITIES

E5.7.1 Pronounce and define selected dental terms.

E5.7.2 Supply dental terms for abbreviations and abbreviations for selected dental terms.

E5.7.3 Spell terms of selected dental diseases and conditions.

E5.7.4 Provide students with a letter in which incorrect and misspelled dental terminology are included; have students correct the letter.

CONCEPT/DUTY AREA:

5. PERFORMING GENERAL OFFICE PROCEDURES

COURSE:

DENTAL AIDE II (8329)

TASK/COMPETENCY:

5.8 Collate a patient's chart

PERFORMANCE OBJECTIVE

P5.8 Given a patient's chart and various records, collate the patient's chart by identifying, explaining the use of, and filing all reports, notes, and forms with 90% accuracy.

CRITERION-REFERENCED MEASURE

C5.8 Patient's chart collated by identifying, explaining the use of, and filing each part with 90% accuracy

ENABLING OBJECTIVES/LEARNING ACTIVITIES

E5.8.1 Show transparencies of forms and have students identify each and explain its use.

E5.8.2 Explain dental questionnaire.

E5.8.3 Identify and file treatment and prognosis notes.

E5.8.4 Identify and file x-ray and consultation reports.

E5.8.5 Identify and file laboratory reports.

E5.8.6 Identify and file consent forms.

E5.8.7 Identify and file prescriptions.

E5.8.8 Review selected medical terminology.

CONCEPT/DUTY AREA:

5. PERFORMING GENERAL OFFICE PROCEDURES

COURSE:

DENTAL AIDE II (8329)

TASK/COMPETENCY:

5.9 Complete insurance claim forms

PERFORMANCE OBJECTIVE

P5.9 Given a patient ledger card, medical history file, and forms for filing insurance claims, complete the insurance forms according to instructions provided. All required information must appear on the form without error, as verified by the patient ledger card.

CRITERION-REFERENCED MEASURE

C5.9 Insurance claim form completed according to instructions; all required information presented without error, as verified by patient ledger card

ENABLING OBJECTIVES/LEARNING ACTIVITIES

E5.9.1 Display claim forms from several different private health insurance carriers and have students compare information required.

E5.9.2 Identify and explain information necessary for form completion.

E5.9.3 Describe new trends in private health insurance programs.

CONCEPT/DUTY AREA:

5. PERFORMING GENERAL OFFICE PROCEDURES

COURSE:

DENTAL AIDE II (8329)

TASK/COMPETENCY:

5.10 Prepare a bank deposit slip

PERFORMANCE OBJECTIVE

P5.10 Given an adding machine, a bank deposit slip, and the day's collection of fees, prepare a deposit slip for a simulated dentist's office. When completed, all checks must be endorsed and listed on the deposit slip, and coins, currency, and checks totaled without error.

CRITERION-REFERENCED MEASURE

C5.10 Bank deposit slip prepared without error for fees collected in one day in simulated dentist's office

ENABLING OBJECTIVES/LEARNING ACTIVITIES

E5.10.1 Discuss banking procedures in general and how banks process checking accounts.

E5.10.2 Identify information required on deposit slip.

E5.10.3 Identify and explain types of check endorsements.

E5.10.4 Demonstrate how to list checks on a deposit slip.

CONCEPT/DUTY AREA:

5. PERFORMING GENERAL OFFICE PROCEDURES

COURSE:

DENTAL AIDE II (3329)

TASK/COMPETENCY:

5.11 Reconcile bank statenent

PERFORMANCE OBJECTIVE

P5.11 Given a calculator, an office check register and bank statement, reconcile the statement. Procedures must be judged acceptable according to instructor-provided checklist.

CRITERION-REFERENCED MEASURE

C5.11 Bank statement reconciled according to instructor-prepared checklist; all items rated acceptable

ENABLING OBJECTIVES/LEARNING ACTIVITIES

E5.11.1 Describe purpose of bank statement reconciliation.

E5.11.2 Define selected banking terminology.

E5.11.3 Outline procedure for reconciling a bank statement.

E5.11.4 Discuss common errors in keeping the check register, such as mathematical errors, incorrect balance forwarded, transpositions, or incorrect entries.

CONCEPT/DUTY AREA:

5. PERFORMING GENERAL OFFICE PROCEDURES

COURSE:

DENTAL AIDE II (8329)

TASK/COMPETENCY:

5.12 Post payments

PERFORMANCE OBJECTIVE

P5.12 Given a ledger and charge slips for one day's business, post payments made by simulated patients. Total posted must agree with total amount paid portion of charge slips.

CRITERION-REFERENCED MEASURE

C5.12 Payments posted to daily ledger; total to agree with total amount paid notations on charge slips

ENABLING OBJECTIVES/LEARNING ACTIVITIES

E5.12.1 Explain procedure for processing charge slips.

E5.12.2 Use a flowchart to illustrate how the daily ledger fits into the total office accounting system.

E5.12.3 Demonstrate payment collection procedure.

E5.12.4 Post balances due to patient accounts.

E5.12.5 Explain or demonstrate posting to ledger accounts by computer.

CONCEPT/DUTY AREA:

5. PERFORMING GENERAL OFFICE PROCEDURES

COURSE:

DENTAL AIDE II (8329)

TASK/COMPETENCY:

5.13 Initiate collection of delinquent bills

PERFORMANCE OBJECTIVE

P5.13 Given collection policy and 10 simulated overdue accounts, initiate proceedings to collect each delinquent bill. Procedures must be appropriate for age and status of each account, based on the collection policy provided.

CRITERION-REFERENCED MEASURE

C5.13 Proceedings initiated to collect 10 simulated overdue bills, appropriate for age and status of each account according to collection policy provided

ENABLING OBJECTIVES/LEARNING ACTIVITIES

E5.13.1 Survey local businesses about their collection procedures and compare with policies of local dentists' offices.

E5.13.2 Describe office collection policy for overdue accounts.

E5.13.3 Classify accounts by age and status.

E5.13.4 Determine accounts that need to be collected.

E5.13.5 Explain or demonstrate how collection procedures can be aided by a computer.

CONCEPT/DUTY AREA:

5. PERFORMING GENERAL OFFICE PROCEDURES

COURSE:

DENTAL AIDE II (8329)

TASK/COMPETENCY:

5.14 Process incoming mail

PERFORMANCE OBJECTIVE

P5.14 Given 10 pieces of incoming mail, including checks, patients' histories, insurance forms, dental journals, letters, x-rays, lab reports, and medical samples, process incoming mail by accurately opening, stamping, sorting, and distributing the contents. All items on the instructor's checklist must be rated acceptable.

CRITERION-REFERENCED MEASURE

C5.14 10 pieces of incoming mail processed according to instructor's checklist 5.14; all items rated acceptable

ENABLING OBJECTIVES/LEARNING ACTIVITIES

E5.14.1 Distribute a variety of numbered mail items that would be received in a dentist's office. Ask students to arrange the items with the most important items at the top. Have students record numbers of sorted items on an answer sheet to simplify checking correctness of sorting.

E5.14.2 Illustrate procedures for opening mail without damaging contents of envelops or packages, and have students practice opening the mail.

E5.14.3 Use the following procedure in opening incoming mail:
a. open all but "confidential" or personal mail
b. remove contents
c. note condition of contents
d. attach enclosures to letters or other documents which specify enclosures
e. attach envelopes if return address is not included in contents, or if it contains special notations
f. note if enclosure is missing
g. log incoming mail, if appropriate

E5.14.4 Stamp date.

E5.14.5 Sort mail.

E5.14.6 Attach pertinent correspondence.

E5.14.7 Distribute processed mail to mail boxes, individual desks, patient files, laboratories, or other designated locations, as appropriate.

INSTRUCTOR'S CHECKLIST 5.14

ACTIVITY: Open, stamp, sort, and distribute incoming mail

ITEM	RATING*	
	Acceptable	Unacceptable
1. Opened mail without damaging envelope and package contents.		
2. Stamped correct date on mail.		
3. Attached enclosures to letters or documents.		
4. Attached pertinent correspondence.		
5. Sorted mail, with most urgent items on top.		
6. Distributed mail to appropriate locations.		
7. Logged incoming mail, if required by office policy.		

*All items must receive acceptable rating.

CONCEPT/DUTY AREA:

5. PERFORMING GENERAL OFFICE PROCEDURES

COURSE:

DENTAL AIDE II (8329)

TASK/COMPETENCY:

5.15 Update inventory list

PERFORMANCE OBJECTIVE

P5.15 Given supply and equipment inventory lists and access to supplies and equipment, update the lists to reflect an accurate count of all supplies and equipment, as compared with the instructor's master inventory list.

CRITERION-REFERENCED MEASURE

C5.15 Supply and equipment inventories accurately updated, to agree with instructor's master inventory lists

ENABLING OBJECTIVES/LEARNING ACTIVITIES

E5.15.1 Explain the importance of maintaining an accurate inventory.

E5.15.2 Explain difference between supply inventory and equipment inventory.

E5.15.3 Identify standard names of supplies and equipment.

E5.15.4 Identify information required to fill out inventory forms.

E5.15.5 Explain procedure for rotating stock.

CONCEPT/DUTY AREA:

5. PERFORMING GENERAL OFFICE PROCEDURES

COURSE:

DENTAL AIDE II (8329)

TASK/COMPETENCY:

5.16 Prepare purchase order

PERFORMANCE OBJECTIVE

P5.16 Given a list of supplies, quantities to be ordered, catalogs, and a purchase order form, prepare a purchase order, completing all areas without error.

CRITERION-REFERENCED MEASURE

C5.16 Purchase order prepared with no errors

ENABLING OBJECTIVES/LEARNING ACTIVITIES

E5.16.1 Discuss information required in each part of the purchase requisition form.

E5.16.2 Explain procedure and reasons for rotating supplies.

E5.16.3 Determine prices of items from supply catalog.

E5.16.4 Explain factors to consider when ordering supplies, such as price, discounts, delivery date, storage capacity, payment policy of supplier, and supply availability.

E5.16.5 Invite a dental assistant to speak to the class about the purchasing procedure for a local dentist's office.

CONCEPT/DUTY AREA:

5. PERFORMING GENERAL OFFICE PROCEDURES

COURSE:

DENTAL AIDE II (8329)

TASK/COMPETENCY:

5.17 Prepare new dental file

PERFORMANCE OBJECTIVE

P5.17 Given a new patient, necessary supplies, and a procedure sheet, prepare new dental file. File must include all components specified on procedure sheet and be in correct order. A routing slip must be attached.

CRITERION-REFERENCED MEASURE

C5.17 All components inserted in file in correct order as specified on instructor-prepared procedure sheet

ENABLING OBJECTIVES/LEARNING ACTIVITIES

E5.17.1 Discuss the various components of a patient's file.

E5.17.2 Explain the importance of the organization of a patient's file.

E5.17.3 Complete a patient history (charge) form to become acquainted with information required.

E5.17.4 Explain the use of the routing slip.

CONCEPT/DUTY AREA:

5. PERFORMING GENERAL OFFICE PROCEDURES

COURSE:

DENTAL AIDE II (8329)

TASK/COMPETENCY:

5.18 Maintain dental records file

PERFORMANCE OBJECTIVE

P5.18 Given letters, diagnostic reports, progress notes, and the necessary supplies, maintain a dental records file by filing all the items in the patient's folders according to established office policy. Each item must be indexed, coded, and cross-referenced where appropriate and placed in the proper file, and each file must be returned to its proper space. Procedure must be accomplished with no errors.

CRITERION-REFERENCED MEASURE

C5.18 Dental records file maintained with no errors:
a. each item indexed, coded, and cross-referenced as appropriate
b. each item placed in patient's file
c. each file returned to its proper space

ENABLING OBJECTIVES/LEARNING ACTIVITIES

E5.18.1 Explain various filing methods, emphasizing alphabetic and numeric.

E5.18.2 Discuss and demonstrate how to set up a new patient's file and show how items commonly included are sorted and added to the file. Have students identify each item as it is added.

E5.18.3 Distribute cards listing each student's name and social security number and have students sort cards according to various filing systems.

E5.18.4 Explain file codes used in local dental offices to facilitate cross-referencing; have students practice using an established system.

E5.18.5 Demonstrate how to set up a new patient account, using a computerized bookkeeping system if available.

EQUIPMENT AND MATERIALS

TASK 5.1

- Telephone
- Message pads
- Appointment log

TASK 5.2

- Office setting
- Appointment book
- First aid kit
- Copies of case situations related to patient and visitor reception (instructor-prepared)
- Telephone

TASK 5.3

- Appointment book

TASK 5.4

- Sample letters
- Grammar references
- Dictionaries
- Instructor-prepared handouts: Vocabulary sheet, Instruction sheet

TASK 5.5

- Typewriter/word processor
- Format guidelines
- Routh draft of business letter
- Carbon paper (optional)
- Stationery
- Dictionary

TASK 5.6

- Typewriter/word processor
- Carbon paper
- Postage meter
- Form letters

TASK 5.7

- Instructor-provided worksheet

TASK 5.8

- Forms
- File folder

TASK 5.9

- Insurance forms
- Claim form instruction booklets
- Patient chart information

TASK 5.10

- Checks
- Adding machine or calculator
- Bank deposit slips
- Play money

EQUIPMENT AND MATERIALS

TASK 5.11

- Reconciliation form
- Calculator
- Cancelled checks
- Check register
- Instructor-provided handouts:
  - Vocabulary list
  - Reconciliation problems
  - Checklist

TASK 5.12

- Checks
- Account book
- Play money
- Microcomputer (optional)
- Adding machine/ calculator

TASK 5.13

- Delinquent accounts handout
- Microcomputer (optional)
- Collection policy

TASK 5.14

- Mail items
- Date stamp
- "Junk mail"
- Envelopes and packages

TASK 5.15

- Inventory list forms
- Equipment and supplies to be inventoried

TASK 5.16

- Supply house catalogues
- Requisition forms
- List of supplies to be ordered

TASK 5.17

- File folders
- Routing forms
- Patient history forms

TASK 5.18

- File folders
- Letters
- Lab reports
- Charge slips
- Reports
- X-rays
- EKG graphs
- Microcomputer (optional)
- Personal information forms
- Progress notes

RESOURCES

TASKS 5.1-5.6

Business Administration for the Dental Assistant. Ehrlich.
Dental Assistant. V-TECS.
Medical Assistant Task Analyses. Virginia Department of Education.

TASK 5.7

Business Administration for the Dental Assistant. Ehrlich.
Synopsis of Oral Pathology. Bhaskar.
Tabers Medical Dictionary. Taber.

TASK 5.8

Business Administration for the Dental Assistant. Ehrlich.
Effective Dental Assisting. Schwarzrock and Jensen.
Medical Assistant. V-TECS.
Medical Assistant Task Analyses. Virginia Department of Education.

TASKS 5.9-5.16

Business Administration for the Dental Assistant. Ehrlich.
Medical Assistant. V-TECS.
Medical Assistant Task Analyses. Virginia Department of Education.

TASK 5.17

Business Administration for the Dental Assistant. Ehrlich.
Dental Assistant. V-TECS.

TASK 5.18

Business Administration for the Dental Assistant. Ehrlich.
Dental Assistant. V-TECS.
Medical Assistant Task Analyses. Virginia Department of Education.

CONCEPT/DUTY AREA

6. PREPARING FOR CAREER ACTIVITIES

TASKS/COMPETENCIES

6.1 Define dental practice acts and describe legal responsibilities of dental personnel

6.2 Prepare a resume

6.3 Complete a job application form

6.4 Participate in a job interview

6.5 Participate in in-class student organization activities

CONCEPT/DUTY AREA:

6. PREPARING FOR CAREER ACTIVITIES

COURSE:

DENTAL AIDE I (8328)

TASK/COMPETENCY:

6.1 Define dental practice acts and describe legal responsibilities of dental personnel

PERFORMANCE OBJECTIVE

P6.1 Given a list of various dental practice acts, define each and describe the legal responsibilities of dental personnel under these acts with 80% accuracy on a written test.

CRITERION-REFERENCED MEASURE

C6.1 Instructor-prepared written test; 80% accuracy

ENABLING OBJECTIVES/LEARNING ACTIVITIES

E6.1.1 Describe selected components of the dental practice acts.

E6.1.2 Identify the Harrison Narcotic Act and the substances controlled.

E6.1.3 Invite an attorney as a guest speaker to discuss court rulings on malpractice cases.

E6.1.4 Define the Good Samaritan Act.

E6.1.5 Devise case situations involving ethical and legal matters and have second-year students present a resolution (review exercise).

E6.1.6 Describe duties and responsibilities of the dental assistant.

E6.1.7 Discuss situations that the dentist is required to report.

CONCEPT/DUTY AREA:

6. PREPARING FOR CAREER ACTIVITIES

COURSE:

DENTAL AIDE II (8329)

TASK/COMPETENCY:

6.2 Prepare a resume

PERFORMANCE OBJECTIVE

P6.2 Given a completed sample and necessary materials, prepare a personal resume that includes all components contained in the sample provided. Resume must be typed in accepted format, with all errors neatly corrected.

CRITERION-REFERENCED MEASURE

C6.2 Resume typed in accepted format with all errors neatly corrected, to include all components contained in sample provided

ENABLING OBJECTIVES/LEARNING ACTIVITIES

E6.2.1 Define resume and list reasons for its preparation.

E6.2.2 Describe the major components of a resume: personal information, education, work experience, and references.

E6.2.3 Ask a local employer to speak to the class about the impression created by neat, concise, properly worded resumes.

E6.2.4 Discuss with students how to select people to list as references and stress the importance of obtaining permission prior to listing.

CONCEPT/DUTY AREA:

6. PREPARING FOR CAREER ACTIVITIES

COURSE:

DENTAL AIDE II (8329)

TASK/COMPETENCY:

6.3 Complete a job application form

PERFORMANCE OBJECTIVE

P6.3 Given a sample job application form for a dental aide position, complete the application according to instructions on the form. Information must be printed neatly and legibly. All blanks must be filled in, and there must be no spelling or grammatical errors.

CRITERION-REFERENCED MEASURE

C6.3 Job application form completed according to instructions on the form; information printed neatly and legibly; all blanks filled in; and no spelling or grammatical errors

ENABLING OBJECTIVES/LEARNING ACTIVITIES

E6.3.1 Discuss the function of a job application form as a screening tool for the employer. Stress those impressions an employer can form about the applicant's ability to follow instructions, attention to detail, communication skills, and work attitude.

E6.3.2 Distribute job applications and discuss each component. Explain that applicants should enter N/A in blanks that are not applicable to them so the employer knows that they read and understood the question.

E6.3.3 Help students develop appropriate wording for information such as previous job duties and reasons for leaving.

CONCEPT/DUTY AREA:

6. PREPARING FOR CAREER ACTIVITIES

COURSE:

DENTAL AIDE II (8329)

TASK/COMPETENCY:

6.4 Participate in a job interview

PERFORMANCE OBJECTIVE

P6.4 Given guidelines on how a job interview is conducted, participate in a simulated personal job interview for a dental aide position. Performance must be rated acceptable according to instructor-prepared checklist.

CRITERION-REFERENCED MEASURE

C6.4 Simulated job interview completed; performance rated acceptable according to instructor-prepared checklist

ENABLING OBJECTIVES/LEARNING ACTIVITIES

E6.4.1 Explain the importance of promptness in a job interview situation.

E6.4.2 Differentiate between a professional and nonprofessional appearance in a job interview.

E6.4.3 Assist students in identifying questions they may be asked during an interview and questions they may wish to ask. Emphasize the benefits of some prior knowledge of the employer so applicants can ask relevant questions.

E6.4.4 Describe how a positive attitude and self-confidence can be conveyed in an interview situation.

E6.4.5 Have students write letters thanking the interviewer for the opportunity to discuss potential employment. Explain the importance of such a step.

CONCEPT/DUTY AREA:

6. PREPARING FOR CAREER ACTIVITIES

COURSE:

DENTAL AIDE I (8328)
DENTAL AIDE II (8329)

TASK/COMPETENCY:

6.5 Participate in in-class student organization activities

PERFORMANCE OBJECTIVE

P6.5 Given appropriate information on the goals, objectives, and activities of Health Occupations Students of America (HOSA), participate in in-class HOSA activities according to the organization's guidelines. Participation is evaluated on a periodic basis and must be rated acceptable according to instructor-prepared checklist based on the activity.

CRITERION-REFERENCED MEASURE

C6.5 Participation in in-class HOSA activities according to organization guidelines; evaluation on a periodic basis, rated acceptable according to instructor-prepared checklist based on the activity

ENABLING OBJECTIVES/LEARNING ACTIVITIES

E6.5.1 Distribute HOSA information sheets and discuss goals, activities, and objectives of the organization.

E6.5.2 Prepare oral reports of duties of each officer and present to class.

E6.5.3 Conduct a leadership seminar.

E6.5.4 Supervise demonstration and practice of parliamentary procedure for a business meeting and election of officers.

E6.5.5 Have students nominate and elect officers and vote on planned activities, using parliamentary procedure.

EQUIPMENT AND MATERIALS

TASK 6.1

Instructor-prepared written test

TASK 6.2

Paper (lined and typing)
Typewriter
Pen and pencil
Correction materials
Instructor-prepared samples of resumes

TASK 6.3

Pen
Sample job application forms

TASK 6.4

Instructor-prepared handouts: Interviewing guidelines
Checklist

TASK 6.5

Gavel
HOSA information sheets
Posters of HOSA seal and goals

RESOURCES

TASK 6.1

Narcotics, The Law, and You. Gould Educational Systems (filmstrip).
Rules and Regulations Governing The Practice of Dentistry and Dental Hygiene. Virginia Board of Dentistry.

TASK 6.2

EFE/WECEP Instructional Materials Manual, Pre-Employment Unit. Virginia Department of Education.
Medical Assistant Task Analyses. Virginia Department of Education.

TASK 6.3-6.4

EFE/WECEP Instructional Materials Manual, Pre-Employment Unit. Virginia Department of Education.
Medical Assistant Task Analyses. Virginia Department of Education.

TASK 6.5

Medical Assistant Task Analyses. Virginia Department of Education.
Robert's Rules of Order Newly Revised. Robert.
Virginia Advisor's HOSA Manual. Health Occupations Education Service.

SECTION 2

PROGRAMS AND COURSES

In the Dental Aide program, emphasis is placed on a combination of classroom instruction and on-the-job clinical practice in a local health care facility. On-the-job experiences are coordinated by the health occupations instructor. Introduction to Health Occupations (VA 8302) is strongly recommended as a prerequisite for the Dental Aide program.

The first part of this section consists of a description of the Dental Aide program. The second part of this section includes descriptions of the specific courses Dental Aide I and II, which are based on the task inventory in Section 1 and are approved by the Virginia Department of Education. A suggested teaching sequence is provided for the tasks applicable to each course, along with a content outline. The content outline has been cross-referenced with the task inventory sheets to assist the instructor in identifying performance objectives, criterion standards, and enabling objectives.

PROGRAM DESCRIPTION

SECONDARY PROGRAM AND COURSES

PROGRAM TITLE: DENTAL AIDE

DESCRIPTION: Dental Aide is a two-year instructional program that prepares students either to enter the occupation at the aide level in a dental office or to continue their studies at the postsecondary level. Students learn entry-level clerical as well as clinical skills necessary to assist the dentist in the routine functions of a dental office. Introduction to Health Occupations is strongly recommended as a prerequisite. The curriculum includes classroom study and supervised on-the-job occupational training. Student organization activities (HOSA) are an integral and active part of classroom instruction and on-the-job training and serve as an excellent method of reinforcing basic skills and knowledge and gaining leadership abilities.

Initial design of the Dental Aide program was reviewed and accepted by the Dental Health Regulatory Board and has since been reviewed and approved by the board. The Executive Council of the Virginia Dental Association, Dental Education and Continuing Education Committee has unamiously endorsed the program. Questions concerning design, adoption, and implementation of the program should be addressed to Health Occupations Education, State Department of Education.

CIP CODE: 17.0101

SUGGESTED GRADE LEVELS: 11, 12

APPROVED COURSE	VA COURSE CODE	DOT CODE/TITLE
Dental Aide I	8328	
Dental Aide II	8329	079.371-010 Dental Assistant

COURSE DESCRIPTION AND SEQUENCE

DENTAL AIDE I (8328)

Description and Sequence

Course Description: Dental Aide I is a double-period occupational preparation course offered at the eleventh-grade level. The student will learn (aide level) to assist the dentist in the following areas: cleaning equipment, laboratories, and offices; performing basic first aid; assembling and filing charts; and performing simple chairside dental procedures, including sterilizing instruments. Radiation safety practices are also included in the course of study. Teacher-supervised work education or on-the-job instruction is an inherent part of the course and is supervised by a certified dental assistant, or dentist, or possibly a hygienist and managed by the teacher.

Prerequisite: Introduction to Health Occupations (8302) recommended

Suggested Grade Level: 11

SUGGESTED TASK/COMPETENCY SEQUENCE

1.1 Administer first aid
1.2 Administer CPR
2.6 Wash hands
2.1 Clean dental equipment
2.2 Maintain accessory equipment
2.3 Maintain operatory equipment
2.4 Prepare laboratory equipment for use
2.5 Sterilize dental instruments
4.1 Contrast embryology with existing anomalies
4.2 Identify principles of eruption and tooth morphology
4.3 Identify the bones and their landmarks on the skull
4.4 Recognize structures and function of the oral cavity
4.5 Identify the location and function of the major salivary glands
4.6 Identify head, face, and neck muscles and functions
4.7 Diagram the blood supply to the head
4.8 Describe selected cranial nerves
6.1 Define dental practice acts and describe legal responsibilities of dental personnel
6.5 Participate in in-class student organization activities

DENTAL AIDE I (8328)

Content Outline		Task/Competency Code
I.	PERFORMING EMERGENCY PROCEDURES	
A.	First aid administration	P1.1
B.	CPR administration	P1.2
II.	OPERATING DENTAL EQUIPMENT	
A.	Handwashing procedures	P2.1
B.	Accessory equipment maintenance procedures	P2.2
C.	Operatory equipment maintenance procedures	P2.3
D.	Laboratory equipment maintenance procedures	P2.4
E.	Dental instruments sterilization procedures	P2.5
F.	Dental equipment cleaning procedures	P2.6
III.	DESCRIBING DENTAL ANATOMY	
A.	Embrology/anomaly comparison	P4.1
B.	Morphology principles	P4.2
C.	Bone identification	P4.3
D.	Oral cavity structure and function	P4.4
E.	Salivary glands location and function	P4.5
F.	Muscle identification and function	P4.6
G.	Arterial identification	P4.7
H.	Cranial nerve identification	P4.8
IV.	PREPARING FOR CAREER ACTIVITIES	
A.	Dental practice acts	P6.1
B.	Student organization activities	P6.5

COURSE DESCRIPTION AND SEQUENCE

DENTAL AIDE II (8329)

Description and Sequence

Course Description: Dental Aide II is a triple-period occupational preparation course offered at the twelfth-grade level. This course includes classroom study and on-the-job advanced clinical training with a dentist, certified dental assistant, dental hygienist, or dental office manager to enable the student to maintain office equipment, act as a receptionist, pour study models, trim casts, process radiographs, and assist with complex chairside procedures. Upon completion the student can seek employment as a dental aide in a dentist's office or public health dental clinic. Typewriting 6151 is a recommended elective. Four-handed dentistry and taking x-rays are taught at the postsecondary level only.

Prerequisite: Dental Aide I (8328)

Suggested Grade Level: 12

SUGGESTED TASK/COMPETENCY SEQUENCE

1.1 Administer first aid
1.2 Administer CPR
2.6 Wash hands
2.1 Clean dental equipment
2.2 Maintain accessory equipment
2.3 Maintain operatory equipment
2.4 Prepare laboratory equipment for use
2.5 Sterilize dental instruments
2.7 Identify safety measures associated with radiation
3.1 Prepare operatory for clinical procedures
3.2 Prepare and dismiss patient
3.3 Assist with evacuation
3.4 Assist with examinations
3.5 Fabricate custom tray
3.6 Prepare a primary study model
3.7 Demonstrate oral hygiene
5.1 Place and receive telephone calls
5.2 Receive patients and visitors
5.3 Maintain an appointment book
5.4 Compose business letters
5.5 Type business letters
5.6 Prepare form letters for mailing
5.7 Use dental terminology
5.8 Collate a patient's chart
5.9 Complete insurance claim forms
5.10 Prepare a bank deposit slip

5.11 Reconcile bank statement
5.12 Post payments
5.13 Initiate collection of delinquent bills
5.14 Process incoming mail
5.15 Update inventory list
5.16 Prepare purchase order
5.17 Prepare new dental file
5.18 Maintain dental records file
6.1 Define dental practice acts and describe legal responsibilities of dental personnel
6.2 Prepare a resume
6.3 Complete a job application form
6.4 Participate in a job interview
6.5 Participate in in-class student organization activities

DENTAL AIDE II (8329)

Content Outline		Task/Competency Code
I.	PERFORMING EMERGENCY PROCEDURES	
A.	First aid administration	P1.1
B.	CPR administration	P1.2
II.	OPERATING DENTAL EQUIPMENT	
A.	Dental equipment cleaning procedures	P2.1
B.	Accessory equipment maintenance procedures	P2.2
C.	Operatory equipment maintenance procedures	P2.3
D.	Laboratory equipment preparation	P2.4
E.	Dental instruments sterilization procedures	P2.5
F.	Handwashing procedures	P2.6
G.	Radiation safety measures	P2.7
III.	PERFORMING CLINICAL DENTAL PROCEDURES	
A.	Operatory preparation	P3.1
B.	Patient preparation and dismissal	P3.2
C.	Evacuation assistance	P3.3
D.	Examination assistance	P3.4
E.	Custom tray fabrication	P3.5
F.	Primary study model preparation	P3.6
G.	Oral hygiene demonstration	P3.7
IV.	PERFORMING GENERAL OFFICE PROCEDURES	
A.	Telephone call procedures	P5.1
B.	Patient and visitor reception	P5.2
C.	Appointment book maintenance	P5.3

IV.	D.	Business letter composition	P5.4
	E.	Business letter preparation	P5.5
	F.	Form letter preparation	P5.6
	G.	Dental terminology	P5.7
	H.	Patient chart collation	P5.8
	I.	Insurance form completion	P5.9
	J.	Bank deposit preparation	P5.10
	K.	Bank statement reconciliation	P5.11
	L.	Payment recording procedures	P5.12
	M.	Delinquent bill collection procedures	P5.13
	N.	Mail processing procedures	P5.14
	O.	Inventory procedures	P5.15
	P.	Purchase order preparation	P5.16
	Q.	Dental file preparation	P5.17
	R.	Dental file maintenance	P5.18
V.	PREPARING FOR CAREER ACTIVITIES		
	A.	Dental practice acts	P6.1
	B.	Resume preparation	P6.2
	C.	Job application form completion	P6.3
	D.	Job interview simulation	P6.4
	E.	Student organization activities	P6.5

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APPENDICES

Appendix A--Resources

Appendix B--Equipment/Supplies

APPENDIX A

Resources

Listed below are suggested resources and additional references useful in developing instructional activities.

I. AUDIOVISUAL MATERIALS

A. American Heart Association
(contact local chapter)

Breath of Life (film)
CPR (film)
New Breath of Life (film)

B. Churchill Films
662 North Robertson
Los Angeles, California 90069-9990

First Aid--Bleeding and Shock (film)

C. Gould Educational Systems, Inc.
4423 Arden Drive
El Monte, California 91731

Narcotics, The Law, and You (filmstrip)

D. Vocational Media Associates/Prentice Hall Media
Box 1050
Mount Kisco, New York 10549-9989

Business Office Procedures (filmstrip or slides)
Chairside Assisting: The Dental Unit and Instruments (filmstrip or slides)
Tray Set-ups (filmstrip or slides)
X-rays (filmstrip or slides)

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APPENDIX B

EQUIPMENT/SUPPLIES

The following equipment and supplies have been listed for instructional planning and facility development. The list includes equipment and supplies for teaching the competencies contained in this guide.

Acetone
Air compressor
Alcohol-95%
Alcohol lamp
Alcohol torch/wicks
Amalgam carrier
Amalgam capsules
Amalgamator--caulk vermix
Appointment book
Appointment cards
Articulators
Articulating paper
Aspirating syringe
Assortment of medical reports and correspondence for filing practice
Autoclave (Pelton Crane)
Autoclave tape
Ball burnisher
Barbed breaches
Base plate wax
Bin (gypsum) (Coe tryplex plaster)
Bite blocks
Blades, surgeon
Blood pressure cuffs
Blood-typing sera
Buffs, muslin
Bur brush
Burs--lab/barrel and other sizes
Bunsen burner
Carver--#3 and discoid/celoid
Caulk--dycal and jeltrate
Cavity varnish
Cement (zinc phosphate)
Charts: (large) Body Mechanics; Pathology of Various Systems; Human Anatomy and Physiology; Microbial Agents; Snellen; EKG graphs
Chisel - Wellstadt and bi-angle
Citricon
Cleaning solution for instruments
Clock with second hand (24-hour)
Composite--tinted
Cotton applicators
Cotton balls
Cotton pellet dispenser and pellets
Cotton pliers
Cotton roll holders
Covers for electronic thermometers
Curette--surgical

EQUIPMENT/SUPPLIES (continued)

Dams, rubber
Dam clamps
Dappen dishes
Dental floss dispensers and floss
Disinfectant
Disinfectant (chemical)--plastic container
Dental chair
Dental unit with light
Doctor's office desk
Drinking cups
Durelon CD Premier-Introduction kit
Dycal kit
Explorers
Files (assorted sizes)
Filing cabinets
Filing folders and labels
Film projector
Films
First aid kits
Floss and holder
Fluorescent "bacteria" kit - germ glo
Forceps--American Dental (#150, #151, #1) and three prongs
Forceps jar
Gavel (used for HOSA meetings)
Gericide
Ginger pak retraction cord
Gingival margin trimmers
Glass slabs
Gloves, surgical
Goggles, safety
Graduated cylinder
Handwash brushes
Hatchet
Hemostat
Hoes--assorted sizes
Impression material (rubber base, poly, jell, and silicone base)
Impression tray--Coe
Incisor (tooth), human lower
Indicator tape
Instrument cabinets
Instrument and dressing jars
Instrument trays-3-sectioned, 6-sectioned, and Creig stripe
Irrigating kit
Lab engine
Lab handpiece Doriot
Lab knife
Lab labels
Labels for sterilized items
Laboratory table or bench
Lathe--dental lab and spiral
Lathe splash hood with light
Mannequin for chair with quick release articulator, latex tongue and throat
Mandrels--snap-on
Masks
Medical dictionary

Medical release forms
Micro tube brush
Mirror handles
Mirrors--regular mouth
Mirrors--hand type, lucite
Mixing bowls--large and medium
Mixing slabs
Model trimmer
Molar, human lower
Nyclave
Needle holder
Needles--injection (long and short)
Overhead projector
Paper towels
Patient charts
Perforated trays--medium upper and medium lower
Perio probe
Plaster trap for sink
Pliers--cotton dressing
Poster--blank
Practice telephones
Pumice--lab-course
Pumice cups and ginger ring
Reamers
Retractors
Resusci-Annes--adult and infant
Root canal spreader and condenser
Root top picks
Rubber cups and brushes (latchtype) right angle
Saliva ejectors
Sandpaper discs
Scalers
Scalpel
Scheduling sheets
Scissors
Sink
Slide projector
Soap
Soap dispenser
Spatulas, wax
Spatulas, mixing/metal
Sphygmomanometer
Spoon excavators
Squeeze cloths
Sterile glove packs
Sterile masks
Sterilizer packages
Stethoscopes and teaching types
Stone--lab (buff) and Tru-stone (pink)
Stones--Dura green and Dura white
Strips--finishing, amalgam, or lighting
Surgical aspirator tine
Surgical elevators--small and large
Surgical bone file
Surgical mallet

EQUIPMENT/SUPPLIES (continued)

Thermometers
Thermometer tray (stainless steel)
Telephone message pad
Tine oxide
Tongue depressors
Topical anesthetic
Toothbrushes
Trash receptacle - covered (aluminum)
Tubli seal
Typewriter
Ultrasonic--general purpose cleaner
Ultrasonic--plastic/stone remover
Ultrasonic--beakers and tops
Ultrasonic--positioning cover
Ultrasonic--bur tray
Vibrators--6h
View box
Water gauge
Wax--sticky, inlay, and boxing
Wax utility strips
Wood wedges
Zinc phosphate

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